



STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

100 NORTH UNION STREET, SUITE 870
MONTGOMERY, ALABAMA 36104

September 28, 2018

Dear Administrator or Representative:

Links to the **2018 Annual Report for Hospitals and Related Facilities** (Form BHD 134A) for the 12-month period ending September 30, 2018, as well as needed instructions, are being provided in this e-mail. Pursuant to ALA. ADMIN. CODE r 410-1-3-.11, this report is deemed a "Mandatory Report", and is due on **December 15, 2018**. ALA. ADMIN. CODE r 410-1-3-.09 requires that this report be filed electronically to data.submit@shpda.alabama.gov. Both rules may be accessed on the Agency's website at www.shpda.alabama.gov.

Several changes have been applied to the 2018 Annual Report that preparers will need to pay attention to for this reporting period. First, the due date of the annual report has been changed from November 30 to December 15. Next, Page 4, Section II-C (Psychiatric Units/Psychiatric Hospitals) has had a format change to reflect the new inpatient psychiatric bed methodology approved by the Statewide Health Coordinating Council. Also, additional information regarding Neonatal Intensive Care Units (NICU) is being requested on page 6, Section II-E (Obstetrics & Nursery). Finally, Page 10, Section IV-A (Outpatient Surgery – Patient Origin by Zip Code) may no longer be submitted as a manual submission, but must instead be submitted as either a Microsoft Excel (v. 2003 or later) or CSV formatted file. This file should be submitted at the same time as the rest of the report. The Alabama Hospital Association, along with SHPDA, will be hosting a webinar on October 12, 2018, at 10:00 AM to review the report, along with the new changes, for your convenience. Details regarding the webinar will be sent out by the association, and the Agency will post information related to it on our website along with the links to this letter, the annual report, and the instructions.

Patient Origin data for the entire reporting period must be submitted in a separate file by the due date. Any Patient Origin Data previously submitted quarterly cannot be used to fulfill this requirement. Please see the Patient Origin section of the Annual Report for details. This report cannot be deemed substantially complete without the utilization portion, the outpatient surgery patient origin data and inpatient Patient Origin data submissions. Links are provided for the entire report (utilization and Patient Origin instructions), facility utilization only, and inpatient Patient Origin instructions only. These links are provided to assist the facility in forwarding the applicable report portion(s) to the appropriate staff responsible in completing both portions.

The electronic form should be saved to your computer prior to completion, and includes the ability to save while in the process of completion with Adobe Reader v. 6 or higher, a "Print" button on the form as a reminder to print a copy for your records, and a "Submit" button for direct transmission with use of Outlook or other desktop e-mail applications. Should your e-mail provider be internet-based (Gmail, Yahoo, etc.), the report can be e-mailed as an attachment without the need for scanning. Electronic signatures are preferred. If the facility does not have the capability of electronic signatures, the report

may be printed, manually signed, scanned, and filed as an e-mail attachment. The Patient Origin data must be submitted as a separate file according to the instructions provided.

Should you have any issues accessing the information via the links, all information is located on our website, www.shpda.alabama.gov. From the navigation box on the left, choose Health Care Data, then Report Forms. Scroll down to Hospital (Form BHD-134A), choosing the appropriate link(s) for 2018 information. It is requested that the interactive form be completed. This form performs automatic calculations which will reduce the number of errors experienced on reports not completed via the interactive version. Should you be unfamiliar with the use of an interactive form, you may contact the Data Division for assistance as outlined below.

Please read all instructions before completing the report. Signatures are required from two separate individuals, the individual preparing the report and from another member of administration/corporate verifying the accuracy of the information provided in the report. ***This report will not be deemed substantially complete without the required signatures from two separate individuals.***

Data from this report will be used to develop statistics in review of Certificate of Need applications, and provide statistical updates to the *State Health Plan*. In order to provide accurate updates, please ensure the report is completed in its entirety, information reported is correct, and that the entire report is timely filed.

If you have any questions, need assistance, or have any suggestions on how data services may better be provided, do not hesitate to contact me at bradford.williams@shpda.alabama.gov, (334) 242-4103, or my assistants, Jacquelin Barnes at jacquelin.barnes@shpda.alabama.gov, (334) 242-4108, and Lee Ann Woodham at leeann.woodham@shpda.alabama.gov, (334) 242-4512.

Sincerely,



Bradford L. Williams
Data/Planning Director